



**U.S. Department of Education
SY 2011-12
Civil Rights Data Collection
Detailed LEA
User Guide**

FINAL
Version 1.0

September 24, 2012



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Introduction

Data submission for the 2011-12 Civil Rights Data Collection (CRDC) is accomplished utilizing a web-based survey tool, accessed via a secure internet connection using unique login information.

The web-based survey tool provides authorized LEA and school representatives with the ability to complete their CRDC LEA and School Forms online and/or upload their data into the tool. Following data entry / upload, the tool allows users to run data checks to provide feedback concerning the acceptability of their data, including any additional actions that may need to be performed prior to certification. Additionally, the survey tool gives users the ability to track the completion progress of the data collection for the district and all of its schools. Finally, the survey tool allows users to certify their CRDC data.

This User's Guide is intended to assist LEAs in navigating the web-based survey tool. If you encounter any problems or have questions, contact the Department of Education's Partner Support Center (PSC), at:

PSC Online:	Contact Support Form
Telephone:	855-320-6459 (Mon-Fri 8am-6pm ET excluding Federal Holidays)
TTY/TDD:	888-403-3336 (888-403-EDEN)
Fax:	888-329-3336 (888-FAX-EDEN)



Supported Operating Systems and Browsers

Supported Operating Systems: The CRDC web-based survey tool supports the following operating systems:

Certified Operating Systems	CPU Architecture
Microsoft Windows	
Server 2008 R2	
Server 2008	64-bit x86 for production systems
Server 2003	32-bit or 64-bit x86 for non-production systems
Windows 7	
Windows XP	
Linux	
Red Hat, CentOS, and Ubuntu are the reference platforms.	64-bit x86
Solaris	SPARC architecture
Linux or Windows on	64-bit x86
VMware Server and VMware ESX Server	
AIX	
6.1	64-bit PPC architecture

Supported Browsers: The CRDC web-based survey tool supports the following browsers:

Web Browser Name	Certified Version(s)
Internet Explorer	7, 8, 9
Firefox	3.5, 3.6, 4.0

We recommend use of the Internet Explorer browser. When using Firefox, table columns are displayed with equal width. This may result in the descriptions in the first columns of CRDC tables appearing to be cut off. You may need to adjust your browser text or window size or scroll within the affected cells to properly view all table text.



Login

Login information for an initial user for your district was e-mailed to the designated Principal Contact Person for your district. Your Principal Contact Person can set up additional CRDC tool users for your district as needed (see the Manage LEA Users section later in this document).

- The web survey tool can be accessed at www.crdc.ed.gov. On the website homepage, click the link to access the survey tool.
- On the login screen, enter your Username and Password. **Note:** *The Username and Password are case sensitive.*
- The system displays the Getting Started screen.

Username:

Password:

[Forgot Password](#)

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Forgot Password

If you lose or forget your password, you may use the “Forgot Password” function on the login screen of the web survey tool. By providing your Username and clicking the “Request Password Reset” button, an e-mail will be sent to you containing a link to update your password and log back in.

Request Password Reset

Please enter your username.

* Username

Request Password Reset Cancel

*Required

Sessions

Users should not have multiple open and active sessions of the CRDC web survey tool at the same time on the same computer. This may cause data corruption.

Session Timeout

When logged on to the web survey tool, if you are inactive for approximately 15 minutes the tool prompts you to “continue” or “logout”. If you do not respond within 2 minutes you will automatically be logged out.



Getting Started

This screen displays the Overview Instructions, OCIO Federal Statement, ESS Advisory Message, Paperwork Burden Statement and the link to the survey forms for your LEA. Please read the notices and then proceed to the bottom of the screen to enter the tool.

- Confirm that your LEA Name and LEA ID are correctly displayed at the bottom of the screen.
- Click on your LEA Name at the bottom of the screen to proceed to your LEA Dashboard.

Overview Instructions, OCIO Federal Statement, and ESS Advisory Message

Advisory Message

Notice to the Website for the U. S. Department of Education's 2011-2012 Civil Rights Data Collection (CRDC). The Department plans to conduct the data collection primarily through a Web-based collection. All information collected in the CRDC will relate to the 2011-12 school year.

Additional information, including table layouts, definitions, and FAQs, is available as downloads on the Website www.oeo.ed.gov. These documents include instructions on duplicated and unduplicated counts, and on "integrated school." It is important to review this information prior to entering data.

Previously the CRDC collected disaggregated data on students with disabilities by IEDs disability categories and educational environment. Your LEA also reports this data to your state education agency, which reports it to ED (EDForm DS-76), and on high school graduates with a diploma or certificate of completion (DO-38). To reduce burden, the CRDC will no longer collect this data directly from LEAs. Instead, the data that your LEA provides to the state education agency will become part of your LEA's CRDC submission. Your LEA's verification of the CRDC data includes verifying the accuracy of the data that your LEA submitted to the state education agency.

This is a United States Government computer system operated and maintained by the U. S. Department of Education which encourages its use by staff, researchers and contractors. Use of this system is subject to monitoring in the course of system administration and to protect the system from unauthorized use. Users are further advised that they have no expectation of privacy while using this system or in any material on this system. Unauthorized use of this system is a violation of Federal law and can be punished with fines and imprisonment (P.L. 88-672).

Anyone using this system expressly consents to such monitoring and acknowledges that unauthorized use may be reported to the proper authorities.

Paperwork Burden Statement

LEA

Name	LEA ID
BOBBAR PARKER UPDATED	0000070



LEA Dashboard

The LEA Dashboard is the central control panel for all activities related to the CRDC survey. From the LEA Dashboard, you can navigate through all survey tasks and submit your survey. There are several boxes containing information regarding your LEA submission progress and actions you can take during the survey data entry and certification process.

Home ▾ Tempo

Welcome My Profile My Bookmarks My Pages

BOSSIER PARISH

LEA Dashboard

SY 2011-12 Civil Rights Data Collection

LEA Information

LEA ID: 2200270
LEA Name: BOSSIER PARISH UPDATED
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 140%
Survey Due Date: December 28, 2012

LEA Form Only Part 1: Your data check was successful. Your Part 1 LEA form does not contain errors.
LEA Form and Schools Part 2: Your LEA Form and Schools Part 2 forms have errors. Please select the Part 2 "LEA and Schools Error Log" link to view your errors. Each error is identified by location (screen number and field) and error (code and description). The field column can be expanded to see the specific cell in which the error occurred. You may change the orientation of your Error Log to landscape and print the list of errors and then return to your forms and fix the errors. It is then suggested that you run a second data check. Please contact the Partner Support Center if you need assistance with clearing your errors at 1-855-320-8459 or EDEN_CRDC@ED.GOV.

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

Schools

School Name	Percent Completed (Part 1)	Percent Completed (Part 2)	School ID
AIRLINE HIGH SCHOOL	9.93%	0%	00112
APOLLO ELEMENTARY SCHOOL Northside	78.56%	0%	00113
BELLAIRE ELEMENTARY SCHOOL	0%	0%	00114
BENTON MIDDLE SCHOOL	74.04%	2.71%	00842
BOSSIER HIGH SCHOOL	14.22%	11.03%	00120
ELM GROVE ELEMENTARY SCHOOL	1.81%	0%	02310
HAUGHTON MIDDLE SCHOOL	6.42%	0%	00135

- **LEA Information** - This box contains your LEA ID, LEA Name, LEA Form % Complete, and survey due date. As you complete your LEA Forms, the LEA % Complete shows your progress towards achieving 100% completion.
- **LEA Tasks** - This box contains tasks to be performed at the LEA level. These tasks include editing your LEA information, completing your LEA Forms and managing users.
- **Schools** - This box lists all of the schools you identified and verified in the Advance Web Site (AWS) phase as belonging to your LEA that are required to report in the CRDC. If you find inconsistencies or errors, please call the PSC.



In the column along the right-side of the dashboard, you will find the following boxes:

- **Survey Completion Steps** - This box contains the steps you must carry out to complete your CRDC submission.
- **Help and Instructions** - This box contains links to helpful documents such as the definitions for terms used throughout the survey, the ED Frequently Asked Questions (FAQs) and User Guide documents to guide you through the submission process.
- **Run LEA Level Data Checks** - This box contains the links you use to initiate LEA level data checks prior to submission, and also the link to initiate your certification for the entire submission once you have completed the survey. Details about these actions are provided in the Data Checks and Certification sections below.
- **File Upload** - Use the Upload a File link to upload previously prepared data files into the survey.
- **Refresh Page Link** - Use the Refresh Page link to refresh the LEA Dashboard screen, to display updates to messages, completion percentages and active tasks/links. Use this link when you are waiting to see the updated status of data checks or PDF generations. **Note:** If you select the Refresh Page link while an LEA Form is open, you will lose the data on your current screen. Be sure to always save and return to the LEA Dashboard before selecting the Refresh Page link.
- **View Error Logs from LEA Data Checks** - This box contains the links to the error reports generated by all LEA level data checks. The link to the most recently generated error log for each data check remains on the dashboard until you run another data check after updating your data. Details about these actions are provided in the Error Logs section below.
- **LEA Form PDFs** - This box contains the links to generate and view PDFs of your LEA Forms. You can generate PDFs at anytime during the process. The PDFs can be printed and saved to your local computer. Details about these actions are provided in the PDF Generation, PDF Retrieval and PDF Zip File Function sections below.
- **LEA Form Navigation Tips** – This box explains the function of the navigation buttons on LEA form screens.

Survey Completion Steps

You must complete all of the steps below before your CRDC submission is complete.

- Complete Part 1 and Part 2 LEA Forms
- Perform LEA Form Data Checks for Both Parts
- Complete all School Forms
- Perform School Form Data Check on each Form
- Run and Complete Certification Process

Help and Instructions

Definitions
FAQs
User Guide
Part 1 LEA Form SAMPLE
Part 2 LEA Form SAMPLE
Part 1 School Form SAMPLE
Part 2 School Form SAMPLE
Adobe Reader Download

Run LEA Level Data Checks

- Initiate Certification
- LEA Form and Schools Part 1
- LEA Form and Schools Part 2
- LEA Form Only Part 1
- LEA Form Only Part 2

File Upload

Upload a File
Upload LEA or School data files in CSV format.

Refresh Page Link

Refresh Page

View Error Logs from LEA Data Checks

Part 1:

LEA Form Only Error Log: Not available
LEA and Schools Error Log: Not available

Part 2:

LEA Form Only Error Log: Not available
LEA and Schools Error Log: Not available

Certification:

Certification Error Log: Not available

LEA Form PDFs

- Generate LEA PDF Part 1
- Generate LEA PDF Part 2
- View Generated PDFs Part 1
- View Generated PDFs Part 2

LEA Form Navigation Tips

"Previous" will save data entered on screen and opens previous screen.
"Save" will save data entered on screen and remains on the same screen.
"Save and Return" will save data entered on screen and returns to either the school menu or LEA Dashboard.
"Next" will save the data entered on screen and opens the next logical screen.
"Cancel" will not save data entered on screen and returns to either the school menu or LEA Dashboard.



LEA Form Part 1 and Part 2 Entry

To initiate data entry of your LEA Form Part 1 data, click on the [LEA Form Part 1](#) link in the LEA Tasks section.

LEA Information
LEA ID: 0100300
LEA Name: BARBOUR COUNTY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 0%
Survey Due Date:

LEA Tasks
[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

Edit LEA Form

Please click the "Start" button below so we can retrieve your information and you can proceed with editing your LEA Form.

Start

- Once you click "Start," you are brought to the first LEA data table in the survey, LEA-Level Counts of Schools and Students (LEA-0001).
- Populate the data fields as requested and utilize the navigation buttons to proceed through the other questions on LEA Form Part 1. **Note:** You must populate each data field that is presented to you. You cannot leave data fields blank. If you do not have a student count for a particular field, enter the number zero (0). If you do not enter a value, you will receive an error message during your data check.
- Remember to click the "Next" button until you have visited each LEA Form Part 1 screen. If you click the "Save and Return" button before completing each LEA Form Part 1 screen, you will immediately be returned to the LEA Dashboard, requiring you to re-access LEA Form Part 1 to complete your entries.
- A **guiding question** in the CRDC survey is any question where your response determines whether or not you need to answer additional dependent survey questions. Prekindergarten Daily Length (LEA-0004) is the only guiding question in LEA Part 1. If you indicate that you have full or part day prekindergarten services, when you click "Next", you will be taken to dependent



questions Prekindergarten Eligibility (LEA-0005) and Prekindergarten for Non-IDEA Students (LEA-0006). If you indicate that you have no prekindergarten services, when you click “Next” you will skip over questions LEA-0005 and LEA-0006 and be taken directly to question Harassment and Bullying Policy (LEA-0007). **Note:** *If you first indicate that you have full or part-day prekindergarten services on screen LEA-0004 and then provide responses on dependent screens LEA-0005 and 0006, but then go back to screen LEA-0004 and indicate that you do not offer pre-kindergarten services, your responses on dependent screens LEA-0005 and 0006 **will be deleted**.*

- Click the [LEA Form Part 2](#) link and repeat the steps above to complete LEA Form Part 2. LEA-Operated GED Preparation Program (LEA-0009) is the only guiding question in LEA Part 2, your response to which determines whether or not you need to complete related questions Student Participation in LEA-Operated GED Preparation Program (LEA-0010) and GED Credentials Earned (LEA-0011).

LEA Form Navigation

There are five navigation buttons on the bottom of each LEA Form screen:

- “Previous” - Saves data on the current screen and opens the previous logical screen.
- “Save” - Saves data on the current screen and remains on the current screen.
- “Save and Return” - Saves data on the current screen and returns you to the LEA Dashboard.
- “Next” - Saves the data on the current screen and opens the next logical screen.
- “Cancel” - Does not save the data on the current screen and returns you to the LEA Dashboard.



LEA Form Validation Errors

While completing the LEA Forms, you may encounter validation error messages if you enter an unexpected value in the data field. A validation error message appears detailing what type of value you need to input to satisfy the data requirement. If you do



not correct the data field, you will not be able to save and proceed to the next screen. If you need further assistance with validation error messages, please contact the PSC. See examples of validation errors below.

LEA Form Part 1 Validation Errors - Example

Total number of public schools in the LEA	<input type="text"/>
Total public school membership of this LEA (include students served in non-LEA facilities)	<input type="text"/>
Total number of students served in the LEA's schools (do not include students served in non-LEA facilities)	<input type="text" value="100"/>
The number of students who are awaiting initial evaluation for special education programs and related services under the Individuals with Disabilities Education Act (IDEA)	<input type="text" value="101"/>

The number of children who are awaiting initial evaluation for special education programs and related services must not exceed total public school membership
The number of children who are awaiting initial evaluation for special education programs and related services must not exceed total number of students served

LEA Form Part 2 Validation Errors - Example

LEA Tasks

LEA Form
▲ Hide

Student Participation in LEA-Operated GED Preparation Program (LEA-0010)

- Enter the number of students for the row.
- Include only students who attended a GED preparation program operated by your LEA.
- Do not include participation in a GED preparation program operated by a community college, or other agency, even if your LEA recommends that your students enroll in these programs.
- Count the cumulative number of students for the entire school year.
- See [general instructions](#) for information on duplicated and unduplicated counts.

Students aged 16-19 who participated in LEA-operated GED preparation program

Male: Response must be numeric and must not be a fraction and can be equal to zero

Race/Ethnicity	Male	Female
- American Indian/Alaska Native	<input type="text" value="N/A"/>	<input type="text"/>

LEA Form Completion

After you have completed both LEA Forms, your LEA Dashboard will show each part as 100% complete. You should then proceed to the School Dashboard for each school in your district, where you will be able to navigate through the survey and submission process at the school level. To access the School Dashboard for each school, click on the School Name for each school on the schools list on the LEA Dashboard.



CRDC 2011-12 LEA User Guide

LEA Information
LEA ID: 0100300
LEA Name: BARBOUR COUNTY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 0%
Survey Due Date:

LEA Tools
[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

Schools


School Name	Percent Completed (Part 1)	Percent Completed (Part 2)	School ID
BARBOUR CO HIGH SCH	4.29%	0%	00074
BARBOUR CO INTERMEDIATE SCH	5.64%	5.64%	01641
BARBOUR CO PRIMARY SCH	68.87%	0%	01478
BARBOUR COUNTY MIDDLE SCHOOL	0%	0%	01557



School Dashboard

AIRLINE HIGH SCHOOL

The form was submitted successfully.

School Dashboard

SY 2011 - 12 Civil Rights Data Collection

School ID: 00112
School Name: AIRLINE HIGH SCHOOL
School Form Part 1 % Complete: 9.93%
School Form Part 2 % Complete: 0%

Remember to click the Refresh Page link to update this screen.

School Part 2: Your data check was successful. Your Part 2 School form does not contain errors.

School Tasks

Edit School Information | Select School Form: Part 1 or Part 2

Part 1

School Form Menu Part 1

Select Starting Section

- ☐ Grades Offered (SCH-0001)* (100% of Data Filled)
- ☐ School Characteristics (SCH-0002)* (100% of Data Filled)
- ☒ Student Enrollment (SCH-0005) (0% of Data Filled)
- ☐ Gifted/Talented Program (SCH-0007)* (0% of Data Filled)

Help and Instructions

- Definitions
- FAQs
- User Guide
- Part 1 LEA Form SAMPLE
- Part 2 LEA Form SAMPLE
- Part 1 School Form SAMPLE
- Part 2 School Form SAMPLE
- Adobe Reader Download

Links

- Back to LEA Dashboard with School List

Run School Form Data Checks

- School Data Check Part 1
- School Data Check Part 2

Refresh Page Link

Refresh Page

View Error Logs from School Data Checks

- Part 1: School Part 1 Error Log Document
- Part 2: School Part 2 Error Log Document

School Form PDFs

- Generate School PDF Part 1

The School Dashboard is the central control panel for all activities related to the survey school forms. From the School Dashboard, you can navigate through all school level survey tasks. There are several boxes containing information regarding your school form submission progress and school level actions you can take during the survey process.

- **School Dashboard** - This box contains your School ID, School Name, and School Form % Complete. As you complete your School Forms, the School Form % Complete shows your progress towards achieving 100% completion.
- **School Tasks** - This box contains the tasks to be performed at the school level. These tasks include editing your school information and completing your School Forms.
- **Part 1** – This box displays the menu of School Form Part 1 questions to be answered. You begin by answering questions about Grades Offered and School Characteristics for the selected school. Based upon your answers to these first two questions, the menu will display the list of other School Form Part 1 questions you will need to answer for this school.
- **Part 2** – This box displays the menu of School Form Part 2 questions to be answered. Based upon your answers to guiding questions in School Form Part 1, the menu will display the list of School Form Part 2 questions you will need to answer for this school. **Note:** To view the Part 2 box, click on the [Select School Form: Part 1 or Part 2](#) link.



In the column along the right-side of the dashboard, you will find the following boxes:

- **Help and Instructions** - This box contains links to helpful documents such as the definitions for terms used throughout the survey, the ED Frequently Asked Questions (FAQs) and User Guide documents to guide you through the submission process.
- **Links** - This box contains the link to take you back to the LEA Dashboard.
- **Run School Form Data Checks** - This box contains the links you use to initiate school level data checks prior to submission. Details about these actions are provided in the Data Checks and Certification sections below.
- **Refresh Page Link** - Use the Refresh Page link to refresh the School Dashboard screen, to display updates to messages, completion percentages and active tasks/links. Use this link when you are waiting to see the updated status of data checks or PDF generations. **Note:** If you select the Refresh Page link while a School Form is open, you will lose the data on your current screen. Be sure to always save and return to the School Dashboard before selecting the Refresh Page link.
- **View Error Logs from School Data Checks** - This box contains the links to the error reports generated by the two school level data checks. The link to the most recently generated error log for each data check remains on the dashboard until you run another data check after updating your data. Details about these actions are provided in the Error Logs section below.
- **School Form PDFs** - This box contains the links to generate and view PDFs of your School Forms. You can generate PDFs at anytime during the process. The PDFs can be printed and saved to your local computer. Details about these actions are provided in the PDF Generation, PDF Retrieval and PDF Zip File Function sections below.
- **Navigation Tips** – This box explains the function of the two navigation buttons available on school form screens.


Help and Instructions

[Definitions](#)
[FAQs](#)
[User Guide](#)
[Part 1 LEA Form SAMPLE](#)
[Part 2 LEA Form SAMPLE](#)
[Part 1 School Form SAMPLE](#)
[Part 2 School Form SAMPLE](#)
[Adobe Reader Download](#)

Links

[Back to LEA Dashboard with School List](#)

Run School Form Data Checks

 [School Data Check Part 1](#)
 [School Data Check Part 2](#)

Refresh Page Link

[Refresh Page](#)

View Error Logs from School Data Checks

[Part 1: School Part 1 Error Log Document](#)
[Part 2: School Part 2 Error Log Document](#)

School Form PDFs

 [Generate School PDF Part 1](#)
 [Generate School PDF Part 2](#)
 [View Generated PDFs Part 1](#)
 [View Generated PDFs Part 2](#)

Navigation Tips

"Save and Return" will save data entered on screen and returns to the school menu.
"Cancel" will not save data entered on screen and returns to the school menu.



School Form Part 1 Entry

BARBOUR COUNTY MIDDLE SCHOOL

School Dashboard

SY 2011 - 12 Civil Rights Data Collection

School ID: 01557
School Name: BARBOUR COUNTY MIDDLE SCHOOL
School Form Part 1 % Complete: 0%
School Form Part 2 % Complete: 0%

Remember to click the Refresh Page link to update this screen.

School Tasks

[Edit School Information](#) | [Select School Form: Part 1 or Part 2](#)

Part 1

School Form Menu Part 1
[Hide](#)

Select Starting Section

☒ Grades Offered (SCH-0001)* (0% of Cells Filled)

* These choices are questions that determine which screens are presented to you.

Select

To begin entering / editing data on the School Form, you must first select the grade levels for which the school provides educational services. On School Form Menu Part 1, click on the radio button to the left of section Grades Offered (SCH-0001) and click the “Select” button at the bottom of the menu. When the data entry screen is displayed, check all grades offered at this school. When you click “Save and Return” on the screen, School Form Menu Part 1 will then display the School Characteristics (SCH-0002) section as well, as shown below.

School Dashboard

SY 2011 - 12 Civil Rights Data Collection

School ID: 01557
School Name: BARBOUR COUNTY MIDDLE SCHOOL
School Form Part 1 % Complete: 70.2%
School Form Part 2 % Complete: 0%

Remember to click the Refresh Page link to update this screen.

School Tasks

[Edit School Information](#) | [Select School Form: Part 1 or Part 2](#)

Part 1

School Form Menu Part 1
[Hide](#)

Select Starting Section

☒ Grades Offered (SCH-0001)* (100% of Cells Filled)

☒ School Characteristics (SCH-0002)* (0% of Cells Filled)

* These choices are questions that determine which screens are presented to you.

Select

These first two sections are the primary guiding questions that determine which other school-level questions you must complete. All school-level guiding questions on the menu are indicated with a red asterisk (*). As you respond to the various sections on the School Form, the School Form Menu will display an updated list of sections you



need to complete, based upon your responses to the guiding questions. **Note:** In *School Form Part 1*, if you first respond positively to a guiding question and provide responses on subsequent dependent screens, but then go back to the guiding question and respond negatively, your responses on the dependent screens **will be deleted**.

- **Section Selection** - After you respond to the first two guiding questions, and the rest of your required sections are displayed on the School Menu, you may complete the sections in any order you choose by clicking on the desired radio button and clicking on the “Select” button.
- **% of Cells Filled** - The % of Cells Filled displayed for each section indicates whether the section is complete or you need to fill in more data. **Note:** You must populate each data field that is presented to you. You cannot leave data fields blank. If you do not have a student count for a particular field, enter the number zero (0). If you do not enter a value, you will receive an error message during your data check.

Switching Between Part 1 and Part 2 School Forms

To access the School Form Menu Part 2, click on the **Select School Form: Part 1 or Part 2** link in the School Tasks box on the School Dashboard.



School Dashboard

SY 2011 - 12 Civil Rights Data Collection

School ID: 01557
School Name: BARBOUR COUNTY MIDDLE SCHOOL
School Form Part 1 % Complete: 71.33%
School Form Part 2 % Complete: 0%

Remember to click the Refresh Page link to update this screen.

School Tasks

Edit School Information | Select School Form: Part 1 or Part 2

The following screen is presented. Select School Part 2 and click the “Submit” button.

School Tasks

Edit School Information | Select School Form: Part 1 or Part 2

Hide

Work With Different School Form Section

Section Selection: ☐ School Part 1
☒ School Part 2

After clicking the Submit button below, please click the Refresh Page link on the school dashboard to display the Part 2 menu.

Submit Cancel

When returned to the Dashboard, click on the **Refresh Page** link in the Refresh Page Link box in the right-hand column of the School Dashboard to view School Form Menu Part 2.

School Tasks

Edit School Information | Select School Form: Part 1 or Part 2

Part 1

School Form Menu Part 1

Part 2

School Form Menu Part 2

Run School Form Data Checks

School Data Check Part 1
School Data Check Part 2

Refresh Page Link

Refresh Page

View Error Logs from School Data Checks

Part 1: School Part 1 Error Log Document
Part 2: School Part 2 Error Log Document

Note: To return to the School Form Menu Part 1 from the School Form Menu Part 2, repeat the above procedure, selecting School Part 1 instead of School Part 2.



School Form Part 2 Entry

School Tasks Edit School Information Select School Form: Part 1 or Part 2		Run School Form Data Checks School Data Check Part 1 School Data Check Part 2
Part 1 School Form Menu Part 1		Refresh Page Link Refresh Page
Part 2 School Form Menu Part 2 Hide		View Error Logs from School Data Checks Part 1: School Part 1 Error Log Document Part 2: School Part 2 Error Log Document
Select Starting Section <ul style="list-style-type: none"> <input checked="" type="radio"/> Students Who Passed Algebra I in Grades 9 or 10 (SCH-0026a) <i>0% of Cells Filled</i> <input type="radio"/> Students Who Passed Algebra I in Grades 11 or 12 (SCH-0026b) <i>0% of Cells Filled</i> <input type="radio"/> SAT and ACT Test Participation (SCH-0027b) <i>0% of Cells Filled</i> <input type="radio"/> Advanced Placement (AP) Exam Taking (SCH-0028) <i>0% of Cells Filled</i> <input type="radio"/> Advanced Placement (AP) Exam Passing (SCH-0029) <i>0% of Cells Filled</i> <input type="radio"/> Retention of Students in Grade 9 (SCH-0030-9) <i>0% of Cells Filled</i> <input type="radio"/> Retention of Students in Grade 10 (SCH-0030-10) <i>0% of Cells Filled</i> <input type="radio"/> Retention of Students in Grade 11 (SCH-0030-11) <i>0% of Cells Filled</i> <input type="radio"/> Retention of Students in Grade 12 (SCH-0030-12) <i>0% of Cells Filled</i> <input type="radio"/> Interscholastic Athletics (SCH-0033)* <i>0% of Cells Filled</i> <input type="radio"/> Interscholastic Athletics Sports, Teams, and Participants (SCH-0034) <i>0% of Cells Filled</i> <input type="radio"/> Discipline of Students Without Disabilities (SCH-0035) <i>0% of Cells Filled</i> <input type="radio"/> Discipline of Students With Disabilities (SCH-0036) <i>0% of Cells Filled</i> <input type="radio"/> Reported Allegations of Harassment or Bullying (SCH-0037) <i>0% of Cells Filled</i> <input type="radio"/> Students Reported to Have Been Harassed or Bullied (SCH-0038) <i>0% of Cells Filled</i> <input type="radio"/> Students Disciplined for Harassment or Bullying (SCH-0039) <i>0% of Cells Filled</i> <input type="radio"/> Non-IDEA Students Subjected to Restraint or Seclusion (SCH-0040) <i>0% of Cells Filled</i> <input type="radio"/> Students with Disabilities (IDEA) Subjected to Restraint or Seclusion (SCH-0041) <i>0% of Cells Filled</i> <input type="radio"/> Instances of Restraint or Seclusion (SCH-0042) <i>0% of Cells Filled</i> <input type="radio"/> Teacher Absenteeism (SCH-0043) <i>0% of Cells Filled</i> 		School Form PDFs <ul style="list-style-type: none"> Generate School PDF Part 1 Generate School PDF Part 2 View Generated PDFs Part 1 View Generated PDFs Part 2
		Navigation Tips "Save and Return" will save data entered on screen and returns to the school menu. "Cancel" will not save data entered on screen and returns to the school menu.

- **Section Selection** - You may complete the sections in any order you choose by clicking on the desired radio button and clicking on the "Select" button.
- **% of Cells Filled** - The % of Cells Filled displayed for each question indicates whether the question is complete or you need to fill in more data.

School Form Navigation

There are two navigation buttons on the bottom of each School Form screen:

- "Save and Return" - Saves data on the current screen and returns you to the School Form Menu.
- "Cancel" - Does not save the data on the current screen and returns you to the School Form Menu.

Save and Return

Cancel



School Menu Link

Part 1

[School Form Menu Part 1](#)

Enrollment in Mathematics Courses (SCH-0013)

- Enter the enrollment for each course listed.
- If the school has grade 7 or 8, but not grades 9-12 or Ungraded, complete only 3. Students who are taking geometry on this screen.
- Do not count students scheduled to take the course, but not yet enrolled.
- If you have regular scheduling, use a count on a single day between September 27 and December 31, inclusive.
- If you use block scheduling that allows a full-year course to be taken in one semester, use the sum of a count on a single day between September 27 and December 31, inclusive, and a single day in your second block before March 1.
- A student may be counted in more than one row.
- See [general instructions](#) for information on duplicated and unduplicated counts.

☐ Students who are taking Algebra I in grade 9 or 10

Race/Ethnicity	Male	Female
Hispanic or Latino of any race	150	150
American Indian or Alaska Native	150	150
Asian	150	150
Native Hawaiian or Other Pacific Islander	150	150
Black or African American	150	150
White	150	150

Refresh Page Link
[Refresh Page](#)

View Error Logs from School Data Checks
[Part 1: School Part 1 Error Log Document](#)
[Part 2: School Part 2 Error Log Document](#)

School Form PDFs
[Generate School PDF Part 1](#)
[Generate School PDF Part 2](#)
[View Generated PDFs Part 1](#)
[View Generated PDFs Part 2](#)

Navigation Tips
"Save and Return" will save data entered on screen and returns to the school menu.
"Cancel" will not save data entered on screen and returns to the school menu.

On each of the school question screens, in addition to clicking the "Save and Return" or "Cancel" buttons, you can return to the School Form Menu by clicking the [School Form Menu](#) link. If you select this link, you are returned to the School Form Menu **without saving the data on your screen.**

Validation Errors

While completing the LEA and School Forms, you may encounter validation error messages if you enter an unexpected value in the data field. A validation error message appears detailing what type of value you need to input to satisfy the data requirement. If you do not correct the data field, you will not be able to save and proceed to the next screen. If you need further assistance with validation error messages, please contact the PSC. See examples of validation errors below.

School Form Part 1 Validation Errors - Example

When invalid data is entered into a data field, an error message is displayed to alert you to the correct format expected for this data type.



CRDC 2011-12 LEA User Guide

Classes in Mathematics and Science Courses (SCH-0011)

- Enter the number of classes in each of the listed courses.
- Independent study does not count as a class.
- For each row, enter zero if you have no classes in the listed course.

☐ Classes in Mathematics and Science Courses

Number of Classes: Invalid entry - valid response must be a numeric integer that does not exceed 5 digits.

Course	Number of Classes
Algebra I	666666666
Geometry	10
Algebra II	10
Advanced mathematics (trigonometry, elementary analysis, analytic geometry, statistics, pre	10
Calculus	10
Biology	10
Chemistry	10
Physics	10

School Form Part 2 Validation Errors - Examples

When invalid data is entered into a data field, the area around the field is highlighted, and an error message alerts you to the correct format expected for this data type.

Students retained in grade 5

Male: Response must be numeric, must not be a fraction, must be up to 5 characters and can be equal to zero

Race / Ethnicity	Male	Female
- Hispanic or Latino of any race	a	
- American Indian or Alaska Native		
- Asian		
- Native Hawaiian or Other Pacific Islander		
- Black or African American		
- White		
- Two or more races		
- Total Race/Ethnicity		
Students with Disabilities (IDEA)		
Section 504 Only		
LEP		

If the error is not corrected, all data entered below the invalid entry in the same column, even if correct, will be shown to also be in error.



CRDC 2011-12 LEA User Guide

Male: Response must be numeric, must not be a fraction, must be up to 5 characters and can be equal to zero

Race / Ethnicity	Male	Female
- Hispanic or Latino of any race	8	
- American Indian or Alaska Native	4	7
- Asian		
- Native Hawaiian or Other Pacific Islander		
- Black or African American		
- White		
- Two or more races		
- Total Race/Ethnicity	4	7
Students with Disabilities (IDEA)		
Section 504 Only		
LEP		

If you attempt to escape the error message without correcting it by clicking on the “Cancel” button, the system will display the entire column as being in error.

Students retained in grade 5

Male: Response must be numeric, must not be a fraction, must be up to 5 characters and can be equal to zero

Race / Ethnicity	Male	Female
- Hispanic or Latino of any race	8	
- American Indian or Alaska Native	4	7
- Asian		
- Native Hawaiian or Other Pacific Islander		
- Black or African American		
- White		
- Two or more races		
- Total Race/Ethnicity	4	7
Students with Disabilities (IDEA)		
Section 504 Only		
LEP		

At this point, all data in the affected column must be deleted and re-entered to re-set the screen and proceed. **Therefore, it is best to correct the original error before entering data into other fields.**

School Form Completion

After you have completed all your School Forms, your School Dashboard will show each part for each school as 100% complete. You should then proceed to Data Check function to check all your entered LEA and school data for errors.



General Data Entry Information

This section provides information regarding a number of common topics applicable to all data entry screens.

Browser Navigation Functions

DO NOT use the browser forward / back arrows or refresh button to navigate through the CRDC tool. Use the navigation buttons and Refresh Page link within the CRDC tool as described above or inconsistent results may be seen.

Progress Indicator

The progress bar at the bottom of the screen does not accurately reflect the status of the survey tool task progress.



You do not have to “wait” for the green dots on the progress bar to proceed all the way to the right to know that a function is complete. Instead, look for system messages indicating that functions such as data check and certification are complete. If you are not sure that your screen is showing you updated information, click the Refresh Page link on the LEA or School Dashboard.

Bullets

Some of the screens throughout the survey have additional instructions and guidance in the form of bullets at the top of the screen.

General Instructions and Definitions Links

On many screens, links to survey General Instructions and Definitions are provided. To view these items, click on the link. The selected document will appear in a new window.



School Form Menu Part 1

Hide

Limited English Proficient Students (SCH-0009)

- In Table 1, enter the number of students who are limited English proficient (LEP).
- In Table 2, enter the number of LEP students who are enrolled in English language instruction educational programs designed for LEP students.
- Use a count on a single day between September 27 and December 31, inclusive.
- A student may be counted in more than one table.
- See general instructions for information on duplicated and unduplicated counts.

Students who are limited English proficient (LEP)		
Race/Ethnicity	Male	Female
Hispanic or Latino of any race		
American Indian or Alaska Native		
Asian		

Multiple Tables on a Single Screen

Many screens contain multiple tables. Be sure to scroll all the way down each screen to ensure you have completed all tables.

Part 1 – Each table on the screen is identified by a unique table heading. There is a single, shared comment box at the bottom of the screen.

Students with disabilities served under IDEA		
Race/Ethnicity	Male	Female
Hispanic or Latino of any race		
American Indian or Alaska Native		
Asian		
Native Hawaiian or Other Pacific Islander		
Black or African American		
White		
Two or more races		
Total		

NOTE: The count of LEP Students with disabilities served under IDEA is not collected on the table above. This data is collected from SCH-0009 table 1. Students who are limited English proficient (LEP).

Students served under Section 504 of the Rehabilitation Act of 1973 but not served under IDEA		
Race/Ethnicity	Male	Female
Hispanic or Latino of any race		
American Indian or Alaska Native		
Asian		
Native Hawaiian or Other Pacific Islander		
Black or African American		
White		
Two or more races		
Total		
LEP		

Part 2 – Each table on the screen is identified by a unique table heading (the multiple tables on SCH-0035 and SCH-0036 are also identified with the letters A through I). Each table has its own comment box.



Comment Text Boxes

Throughout the survey, there are comment text boxes available for you to populate. These comments will be printed on your PDFs and available for viewing by anyone who accesses your survey.

There are comment boxes at the bottom of every screen in Part 1. There are comment boxes at the bottom of every table in Part 2. There are also comment boxes on the screens at the end of each LEA and school form. Generally speaking, comments are optional. However, there are two circumstances where comments are required:

- On the Prekindergarten Eligibility (LEA-0005) and the Alternative School Detail (SCH-0004) screens, if you select “Other”, you must provide an explanation in the comment box before you can proceed.
- If a particular data response triggers a 3XX warning (e.g., the number of students who passed an AP class exceeds the number of students enrolled in the AP class), and you feel the data you entered is correct, you must provide an explanation in the comment box associated with the question/table in order to clear the warning from your data check errors.

System Error

If the system error “An error occurred while handling the last request” appears, you can escape it by clicking on the “OK” button, followed by the “Refresh Page” link.



If the system error below appears, click the “Refresh Page” link to clear the message.

The screenshot shows the 'School Tasks' section of the web application. It includes a header with 'Edit School Information' and 'Select School Form: Part 1 or Part 2'. Below this, there are sections for 'Part 1' and 'Part 2'. The 'Part 2' section displays a red error message: 'There was a problem executing the task. There was a problem retrieving the task. The process containing this task has been deleted.' Below the error message is a toolbar with icons for 'Edit', 'Columns', 'Views', and 'Filters'. A status bar shows filters for 'Status' (All, Active, Stalled, Accepted, Completed, Paused), 'Priority' (All, High), and 'Due' (All, Today, Overdue). A table with columns 'Name', 'Received', 'Priority', 'Process', 'Status', 'Deadline', and 'Assigned To' is shown, but it contains no data, with a 'No results' message at the bottom.

Additional Tabs

Within the web survey tool you may notice additional tabs at the top of the LEA and School Dashboards, as shown below. While these tabs are accessible, they are not supported functions of the CRDC submission process and should be disregarded.

The screenshot shows the 'BOSSIER PARISH' LEA Dashboard for 'SY 2011-12 Civil Rights Data Collection'. At the top, there are navigation tabs: 'Home', 'My Profile', 'My Bookmarks', and 'My Pages'. The 'My Profile' tab is selected. To the right of the tabs, there are links for 'Tempo', 'Tasks (1)', and 'Alerts (4)'. The dashboard content includes a 'LEA Information' section with details like 'LEA ID: 2200270', 'LEA Name: BOSSIER PARISH UPDATED', 'LEA Form Part 1 % Complete: 100%', 'LEA Form Part 2 % Complete: 140%', and 'Survey Due Date: December 28, 2012'. There is also a 'Survey Completion Steps' section with a list of tasks: 'Complete Part 1 and Part 2 LEA Forms', 'Perform LEA Form Data Checks for Both Parts', 'Complete all School Forms', 'Perform School Form Data Check on each Form', and 'Run and Complete Certification Process'. A 'Help and Instructions' section provides links to 'Definitions', 'FAQs', 'User Guide', and sample forms. At the bottom, there is a 'Run LEA Level Data Checks' section with links to 'Initiate Certification' and 'LEA Form and Schools Part 1'.



File Upload

In addition to entering CRDC survey data directly into the web-based survey tool screens as described above, users may also create data files containing their survey data and upload those files into the web-based survey tool web tool application. CSV files created using either the CRDC Excel Template or Flat File Specification / Flat File Format Checker pre-collection tools may be uploaded using the new file upload function.

On the right-hand side of the LEA Dashboard, click the **Upload a File** link. On the file upload start-up screen, click the “Continue” button. The system displays the Data File Upload screen. **Note:** You may need to maximize the file upload window to view all the information in the columns of the *Previously Uploaded Files* table.

Data File Upload

Record Type Selection ☐ LEA Part 1
☐ LEA Part 2
☐ School Part 1
☐ School Part 2
Please select which type of file you will be uploading

*To select the file you wish to upload, click the browse button, locate the file, click open
*To begin the file transfer process, click on "upload file"
*Remain on the screen until the file upload is complete

File upload/transfer times vary depending on the file size and connection speed.

File Selection Browse...
Please select your .csv file for upload

Click the radio button for the record type of the file to be uploaded and browse for your file on your local computer. Then click the “Upload File” button. Under Previously Uploaded Files, the system will display your file in Received status.

File Upload Form | CRDC - Windows Internet Explorer

https://crdc2011dev.appiancloud.com/suite/process/prolauncher/configureprocess.simplepopup?processModelId=506&inpopupwindow=true&portalPage

Data File Upload

Record Type Selection ☐ LEA Part 1
☐ LEA Part 2
☐ School Part 1
☐ School Part 2
Please select which type of file you will be uploading

*To select the file you wish to upload, click the browse button, locate the file, click open
*To begin the file transfer process, click on "upload file"
*Remain on the screen until the file upload is complete

File upload/transfer times vary depending on the file size and connection speed.

File Selection Browse...
Please select your .csv file for upload

Previously Uploaded Files

Transmittal File Name	Reco Type	Submission Date	Status	Process Complete Date
SCH Part 1 No Errors 623.csv	SCH1	8/31/2012 7:24 PM EDT	Received	n/a



Files are uploaded one at a time. If you have multiple files to upload, repeat the process once for each file.

Uploaded files will be processed overnight to check them for errors (e.g., too many characters in a field, incorrect data type, missing or invalid LEA and school IDs, etc.).

- If your file has no errors, on the file upload screen the file will appear with status “Processed”. The data from your file will have been uploaded into the survey system. You will be able to access your uploaded data through the survey tool screens as described above.
- If every record in your file has errors, on the file upload screen the file will appear with status “Processed – all records fail”. None of the data in the file will be uploaded to the survey system. You can click on the View link for the file to view the Exception Report explaining the errors found in the file.
- If some of the records in the file had no errors and some of the records in the file had errors, on the file upload screen the file will appear with status “Processed with errors”.
 - The data from the error-free records in your file will have been uploaded into the survey system. You will be able to access the uploaded data through the survey tool screens as described above.
 - For the records with errors, you can click on the View link for the file to view the Exception Report explaining the errors found in the file.

When you click on the View link to view an Exception Report, the Exception Report file is opened in Excel in a new window. You can use standard Excel functions to view, manipulate and/or download the report to your local computer.

	A	B	C
1	***	Data Upload Exception Report	***
2	LEA ID :		200006
3	LEA Name :	SYLACAUGA CITY	
4	FILE NAME :	School Part 1- 12X Exceeds SCH-0005 623.csv	
5	Type Of File Selected By User :	SCHPART1	
6	Number Of Records In File :		1
7	Number Of Records Imported to Database :		0
8	Number Of Rejected Records :		1
9	***	Summary of Error Frequency	***
10	"Error"	"Number of Errors"	
11	Two character row code is not valid		0
12	Two character row code does not match user form selection		0
13	Incorrect number of columns for form type		0
14	Missing mandatory LEAID / SchoolID fields		0
15	LEAID and/or SchoolID does not match LEA / LEA Group records		1
16	Data type mismatch		0
17	Too many characters in the field		0
18	"Line Number"	"Column Number"	"Error Description"
19		1	0 LEAID does not match
20			



Note: The Excel Template pre-collection tool for School Forms Part 1 and 2 is built to accommodate records for ten schools. If you use the tool to build a file for less than ten schools, the resulting CSV file will contain blank records for the unused portion of the ten records. When your file is processed, the system will upload the data from your error-free records but will generate an error for each blank record in the file. On the Exception Report, you will see a “Two character row code is not valid” error message for each blank school record in your file. For example, if your file contained records for seven schools, the Exception Report will display the error message for three blank records in your file. These errors may be disregarded.

For files processed with errors or with all records failed, you may correct the errors in your file and re-upload the files. **Note:** If you open a .csv file in Excel, it may read the LEA and School ID values as numeric instead of text and delete the leading zeros in the IDs, if any. If this occurs, you will need to correct the IDs before saving the file.

Partial Data for Individual LEA or School Records

A specific LEA or school form record does not need to contain all data fields for the form. An initial submission for a specific LEA or School form record can contain data for only some of the fields on the form. Subsequent submissions for a specific LEA or School form record need only contain additions or changes to data fields submitted previously.

Initial Submission	LEAID	12345		67890	Yes
Second Submission	LEAID		54321		No
Resulting data in database	LEAID	12345	54321	67890	No

In the example above, the first line shows data for an LEA record in the initial file submission. The next line shows the data submitted for the same LEA in a second file submission.

When the system reads the first record, it writes all fields with data to the database. When the system reads the second record, it only reads and updates fields containing data. Any fields in the second record containing blanks will not over write those same fields in the data base from prior file submissions for that LEA. The last row shows the data that has been written to the data base system from the two file submissions.

There are multiple benefits of this approach:

- You do not need to submit all data for each record in your LEA and School file submissions. Data can be collected / submitted as it becomes available.



- You can make corrections to the data of individual schools or LEAs without having to resubmit the data for all of them. If previously submitted data needs to be revised, you can simply re-submit the updated data for that school or LEA.

One consequence of this system behavior is that you cannot blank out previously submitted data fields. If you discover that you submitted data for fields that should not have been submitted at all, you cannot correct this by leaving those fields blank in the records of your next submission. If the situation occurs, call PSC for assistance in deleting that data.

Partial Records for Files

A specific file does not need to contain all records for your submission (e.g., all school records for the LEA). An initial file can contain only some of the required records. Subsequent files need only contain records that were not submitted previously.

For example, your original file could contain records for your elementary schools, and your second file could contain records for your high schools. As another example, if after submitting your school file you discover that you forgot to include a school in your file, all you need to do is submit a file that contains just the record for that one school.

The benefit of this approach is that you do not need to submit all records for your LEA in one file submission. Records can be collected / submitted as they become available.

Note: *The on-line survey application does not immediately recognize the presence of data provided via file upload. The completion percentages are not immediately updated. Also, on the school form menus, dependent questions that should be displayed on the menus based upon your uploaded answers to guiding questions will not be immediately displayed.*

- *If you would like to view your data on-line after file upload, simply select each of the guiding question screens and click the Save and Return button. The school form menus will refresh with the appropriate dependent questions displayed.*
- *If you would like to have the system calculate your completion percentages, simply select each question and click the Save and Return button. When you return to the dashboard, the completion percentage will be updated.*



Data Checks

The data check functions are designed to identify errors in your entered or uploaded CRDC survey data. While the on-screen validations and the file upload process detect format-related errors (e.g., too many digits, alpha data in a numeric field, etc.), the data check functions detect errors such as a required field left blank, an entry for male Hispanic students who took Algebra 1 that is greater than the total number of male Hispanic students in the entire school, etc. Data checks can be run at any time.

There are seven types of data checks:

- **LEA Form Only Part 1** - Performs data check on only the data in LEA Form Part 1
- **LEA Form Only Part 2** - Performs data check on only the data in LEA Form Part 2
- **School Data Check Part 1** - Performs data check on only the data in School Form Part 1
- **School Data Check Part 2** - Performs data check on only the data in School Form Part 2
- **LEA Form and Schools Part 1** - Performs data check on the data in LEA Form Part 1 and on School Form Part 1 for all schools in the LEA
- **LEA Form and Schools Part 2** - Performs data check on the data in LEA Form Part 2 and on School Form Part 2 for all schools in the LEA
- **Certification** – As the first step in the certification process, performs data check on the data in LEA Form Parts 1 and 2 and on School Form Parts 1 and 2 for all schools in the LEA

For all but the certification data check, there are two options for performing each data check:

- **Partial** - Partial data checks only check for errors on data within the same screen, with the exception of comparing values on screens to the enrollment data entered on screen SCH-0005. This option should be selected when you have only entered part of your CRDC data, and would like to determine if you have any errors only on the data you have entered.
- **Full** - Performs data check on all survey fields. This option should be selected when you have entered all required survey data for a particular form and would like to determine if you have errors on the entire form(s). The certification data check is always a full data check.



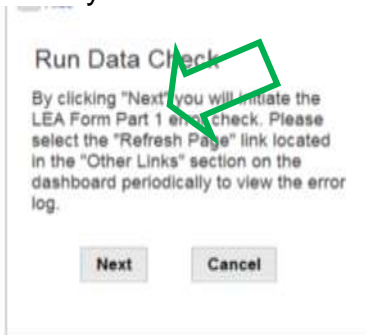
Executing a Data Check

For all but the Certification data check, data checks are executed the same way. (See the Certification section below for information regarding the Certification data check.)

Click the link for the desired data check on the appropriate dashboard.

- LEA Dashboard
 - LEA Form Only Part 1
 - LEA Form Only Part 2
 - LEA Form and Schools Part 1
 - LEA Form and Schools Part 2
- School Dashboard
 - School Data Check Part 1
 - School Data Check Part 2

The Run Data Check drop-down window will appear, with text reflecting the type of data check you are about to run.



The image shows a dialog box titled "Run Data Check". The text inside reads: "By clicking 'Next' you will initiate the LEA Form Part 1 error check. Please select the 'Refresh Page' link located in the 'Other Links' section on the dashboard periodically to view the error log." At the bottom of the dialog box are two buttons: "Next" and "Cancel". A green arrow points to the "Next" button.

Click the "Next" button. The system displays the drop-down window asking what type of data check you want to run.



The image shows a dialog box asking "What type of data check do you want to run?". There are two radio buttons: "Full" and "Partial". The "Full" radio button is selected. At the bottom of the dialog box is a "Submit" button. A green arrow points to the "Submit" button.

Click the radio button for the type of data check you want to run, and then click the "Submit" button. The dropdown window closes and an "in progress" message is displayed on the dashboard. **Note:** During a data check, the functions that allow update of the data being data checked are disabled. For example, when you run a Part 1 or Part 2 combined LEA and schools data check, the list of schools on the LEA dashboard will not be displayed until the data check is complete to prevent you from updating school information while the data check is running.



LEA Information

LEA ID: 0100300
LEA Name: BARBOUR COUNTY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 5%
Survey Due Date:

Your data check for the part 1 form is in progress. Check back intermittently for updated results by clicking the "Refresh Page" link located in the "Other Links" section to the right.

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

Click the Refresh Page link until the system displays a message in the LEA Information box informing you that the data check was successful or failed.

Refresh Page Link

[Refresh Page](#)

LEA Information

LEA ID: 0100300
LEA Name: BARBOUR COUNTY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 5%
Survey Due Date:

LEA Only Part 1: Your data check was successful. Your part 1 form does not contain errors.

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

LEA Information

LEA ID: 0200006
LEA Name: SYLACAUGA CITY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 0%
Survey Due Date:

LEA Form Only Part 1: Your Part 1 LEA Form has errors. Please select the "LEA Part 1 Error Log Document" link to view your errors. Each error is identified by location (screen number and field) and error (code and description). The field column can be expanded to see the specific cell in which the error occurred. You may change the orientation of your Error Log to landscape and print the list of errors and then return to your forms and fix the errors. It is then suggested that you run a second data check. Please contact the Partner Support Center if you need assistance with clearing your errors at 1-855-320-6459 or EDEN_CRDC@ED.GOV.

When any of the data checks fail, an error log is generated. See the Error Log section below for instructions regarding accessing and reviewing your data check error logs.



Data Check Error Logs

Error Logs generated as a result of failed data checks may be used as a guide to correct your data errors. In order to view the error log from a failed data check, click on the link in the “View Error Logs from LEA Data Checks” box on the LEA Dashboard or the link in the “View Error Logs from School Data Checks” box on the School Dashboard that corresponds to the type of data check you ran (see table below).

View Error Logs from LEA Data Checks

Part 1:

[LEA Part 1 Error Log Document](#)

LEA and Schools Error Log: Not available

Part 2:

[LEA Part 2 Error Log Document](#)

[LEA and Schools Error Log](#)

Certification:

[Certification Error Log Document](#)

View Error Logs from School Data Checks

Part 1: [School Part 1 Error Log Document](#)

Part 2: [School Part 2 Error Log Document](#)

Data Check	Corresponding Error Log Link
LEA Form Only Part 1	Part 1: LEA Part 1 Error Log Document
LEA Form Only Part 2	Part 2: LEA Part 2 Error Log Document
LEA Form and Schools Part 1	Part 1: LEA and Schools Error Log
LEA Form and Schools Part 2	Part 2: LEA and Schools Error Log
School Data Check Part 1	Part 1: School Part 1 Error Log Document
School Data Check Part 2	Part 2: School Part 2 Error Log Document
Certification	Certification: Certification Error

The system displays a pop-up window allowing you to Open or Save the error log.



The naming convention for the error log Excel files is “Error Report nnnnnnn_x_mmddyyyyhhmmss”, where:

- nnnnnnn is LEA ID
- x is the type of data check
 - 1 – LEA Part 1
 - 2 – LEA Part 2
 - 3 – School Part 1
 - 4 – School Part 2
 - 5 – Part 1 LEA and all schools
 - 6 – Part 2 LEA and all schools
 - 7 - Certification
- mmddyyyy is the date the data check was run
- hhmmss is the time the data check was run

If you select Open, the system opens the selected Error Log file in Excel in a new window.

LEA_NAME	SCHOOL_NAME	SCREEN_NAME	SCREEN_NUMBER	FIELD	ERROR_CODE	ERROR_DE
ALEXANDER CITY		LEA-Level Cour	LEA-0001	TOT_SCH	144	The numb
ALEXANDER CITY		LEA-Level Cour	LEA-0001	MEMBERS	125	Total num
ALEXANDER CITY		LEA-Level Cour	LEA-0001	SP_ED_EV	128	The numb
ALEXANDER CITY		LEA-Level Cour	LEA-0001	SP_ED_EV	126	The numb
ALEXANDER CITY		Kindergarten D	LEA-0003	NO_K	129	When No
ALEXANDER CITY		Prekindergarte	LEA-0005	PREK_ALL	138	For prekin
ALEXANDER CITY		Prekindergarte	LEA-0006	PREK_IDE/	131	When "Pre
ALEXANDER CITY		Harassment an	LEA-0007	BULLY_PO	132	When "Nc
ALEXANDER CITY		LEA-Operated	LEA-0009	Question	101	A choice n
ALEXANDER	ALEXANDER CIT	Alternative Sch	SCH-0004-1	ALT_ACD_	152	Invalid val
ALEXANDER	ALEXANDER CIT	Alternative Sch	SCH-0004-1	ALT_DISC_	152	Invalid val
ALEXANDER	ALEXANDER CIT	School Charact	SCH-0002-1	SP_ED	137	Your respc

You can use standard Excel functions to view, manipulate and/or download the report to your local computer. You can change the orientation to landscape and adjust the column widths to get a full of view of the data in the cells (e.g., expand the “FIELD” column to see the specific cell where the error occurred).

Data check error logs will contain both error and warning codes / messages:

- If a 1XX or 2XX error message is issued for a field, you must correct the data.
- If a 3XX warning message is issued for a field, you must either correct the data or enter a comment for the applicable table or screen explaining why the data is actually correct.



- If you provided a comment for a warning, when you run a new data check the warning will remain on your error log, but with a 4XX warning code. The 4XX warning codes are merely notifications of resolved warnings, and will not stop you from certifying your submission.

Until you run new data checks, the error log links will continue to link to the last generated error logs. **Just correcting your data errors will not create a new error log(s).** However, each time you run a new data check of a given type, the system generates a new error log which replaces the previous error log. If you require an audit trail of your errors, please save your error logs prior to running new data checks.

Use the error log as a guide, correct your data errors and then re-run the data checks until all your CRDC data for both LEA forms and all school forms is error free. **You will not be able to certify your survey if you have unresolved data errors.** If you have any questions concerning the errors that your data check produces please contact the PSC for assistance.

Note: *Partial data checks only check for errors on data within the same screen, with the exception of comparing values on screens to the enrollment data entered on screen SCH-0005. Therefore, when you run a partial data check, you may get a status message on the dashboard saying that your data check failed, but get an error report with no errors listed. This simply indicates that the data you have entered is correct within each individual screen and no corrections are required at this time. When all your data is entered for a form, run a full data check to determine if you have errors regarding comparison of data between screens.*



Certification

Certifying your survey responses is the final step of the CRDC.

- If you have run all of the form data checks without errors, your submission will successfully certify.
- If you still have unresolved errors, when you attempt to certify you will be notified that your certification has failed.

On the LEA Dashboard, click the [Initiate Certification](#) link. The Certification Process dropdown screen appears.

Run LEA Level Data Checks

Initiate Certification

LEA Form and Schools Part 1

LEA Form and Schools Part 2

LEA Form Only Part 1

LEA Form Only Part 2

Hide

Certification Process

Directions

1. Fill in the appropriate fields on the following page
2. Submit your certification
3. Your window will close and the data you submit will be checked for errors.
4. As this certification check can take a number of minutes to run you should return to the website and check on your submission.

Start Certification Process



On the Certification Process dropdown screen, click the “Start Certification Process” button. The LEA Certification screen appears.

LEA Certification (CERT-0001)

Previously the CRDC collected disaggregated data on graduates with a regular diploma and graduates with another credential. The CRDC also collected data on students with disabilities by disability category. Your LEA also reports this data to your state education agency, which reports it to ED (EDFacts DG 308 and EDFacts DG 74). To reduce burden, the CRDC will no longer collect this data directly from LEAs. Instead, the data that your LEA provides to the state education agency will become part of your LEA's CRDC submission. Your LEA's certification of its CRDC data includes verifying the accuracy of the data that your LEA submitted to the state education agency.

I certify that the information provided is true and correct to the best of my knowledge and belief. A willfully false statement is punishable by law. (18 U.S. C. §1001.)

I am authorized to submit the LEA's forms for certification because I am*

☐ LEA Superintendent

☐ Designated by the LEA Superintendent to certify

Name *

Title *

Email Address *

Phone Number including area code *

Required format: ###-###-####

Clicking the "I Certify" button finalizes your LEA's CRDC submission and prevents further changes.

Enter your credentials and click the “I Certify” button. The Certification Warning screen appears.



Run LEA Level Data Checks

Initiate Certification
 LEA Form and Schools Part 1
 LEA Form and Schools Part 2
 LEA Form Only Part 1
 LEA Form Only Part 2
 Hide

Certification Warning

You are about to certify. Are you sure you want to continue with this process?

If you continue this window will close and you will have to check back to verify that your survey was certified.

Start Certification

Cancel

Click the “Start Certification” button. The dropdown box will close. On the LEA Dashboard, a message is displayed indicating that your certification is in process. At this time, the system performs a data check on both LEA Forms and all School Forms for your LEA. You need to click the Refresh Page link on the LEA Dashboard periodically to determine when the certification process is finished. **Note:** *While your certification process is running, you may continue to work on your computer or you may choose to leave it unattended. Your web survey tool session may time out, but the certification process is still progressing. You will be able to check the status of the certification process the next time you log in to the web survey tool.*

- **Certification Failed-** If your certification failed, the system displays a message to that effect in the LEA Information section of the screen. A data check error log is automatically generated. Click the [Certification Error Log Document](#) link in the View Error Logs from LEA Data Checks box to view the error log. Review the errors in the log, correct the specified data fields, and then try to certify again. If you need assistance with the errors, contact the PSC.



- **Successful Certification-** If your certification succeeded, the system displays a message to that effect in the LEA Information section of the screen. In addition, PDFs of your LEA Forms and each of your School Forms are automatically generated, populated with your certified data. **Note:** *It is strongly recommended that you print and/or download the post-certification PDFs and retain them for your records. See the PDF Retrieval and PDF Zip File Function sections below.*



PDFs of Survey Data

At any time during the survey process, you can generate, view and download PDFs of the survey data you have entered.

PDF Generation

You can generate LEA PDFs from the LEA Dashboard and School PDFs from the School Dashboard.

LEA Dashboard:

LEA Form PDFs

- Generate LEA PDF Part 1
- Generate LEA PDF Part 2
- View Generated PDFs Part 1
- View Generated PDFs Part 2

School Dashboard:

School Form PDFs

- Generate School PDF Part 1
- Generate School PDF Part 2
- View Generated PDFs Part 1
- View Generated PDFs Part 2

Click the link for the PDF you want to generate. The Generate LEA PDF or Generate School PDF dropdown is displayed

Generate LEA PDF

You are about to generate the PDF document for COPPER RIVER SCHOOL DISTRICT TEST. If you are ready to generate this PDF please click 'Generate Document' below and allow a couple of minutes for it to be created. You can view the generated document by clicking on the 'View Generated PDFs Part 1' task.

Generate Document

Generate School PDF

You are about to generate the PDF document for COLD BAY SCHOOL. If you are ready to generate this PDF please click Generate Document below and allow a couple of minutes for it to be created. You can view the generated document by clicking on 'view generated PDFs Part 1'.

Generate Document

Click the “Generate Document” button. The system closes the dropdown screen and generates the requested PDF. Each time a user generates a new PDF, it overwrites the previously generated PDF of the same type (LEA Part 1, LEA Part 2, School Part 1 or School Part 2), if any.

Proceed to the PDF Retrieval section below for instructions for viewing the generated PDFs.



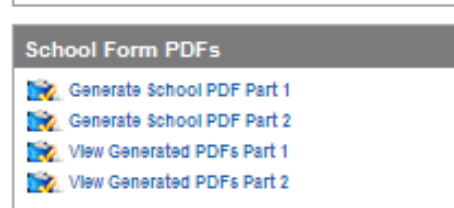
PDF Retrieval

You can view PDFs from either the LEA Dashboard or the School Dashboard.

LEA Dashboard:



School Dashboard:



Click the link for the PDF you want to generate. The View Folder Containing PDFs dropdown is displayed

View Generated PDFs Part 1:

View Folder Containing PDFs

Surveys that have been generated in PDF format will display in the following folder. To view this folder click the link below. If you want to download all documents follow these instructions after clicking the link below.

1. Select Folder
2. Choose download
3. Save file to your computer
4. Open the zip file containing all your files on your local machine.

View Folder

Close

View Generated PDFs Part2:

View Folder Containing Part 2 PDFs

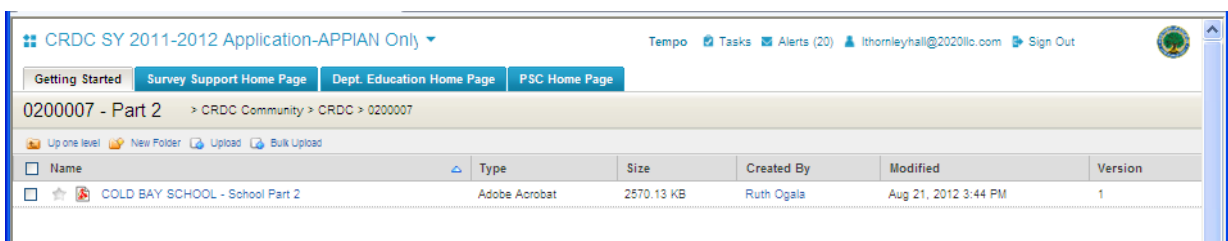
Surveys that have been generated in PDF format will display in the following folder. To view this folder click the link below. If you want to download all documents follow these instructions after clicking the link below.

1. Select Folder
2. Choose download
3. Save file to your computer
4. Open the zip file containing all your files on your local machine
5. Close this window to return to the LEA dashboard

View Folder

Close

Click on the **View Folder** link. The contents of the folder for either Part 1 or Part 2 are displayed, depending on which part you selected to view.

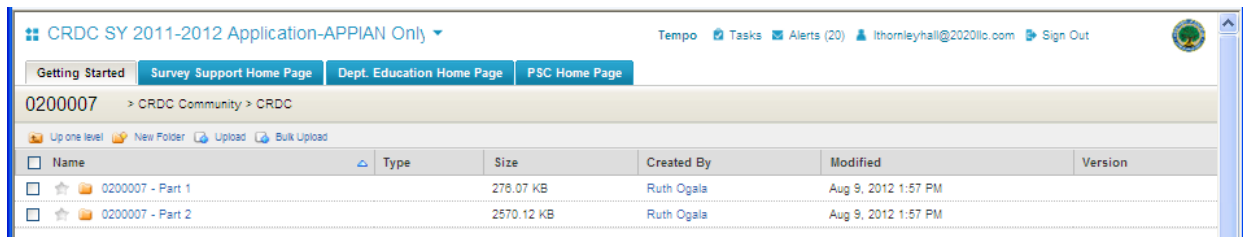




This folder lists all PDF documents you generated for either Part 1 or Part 2. **Note:** The Part 1 folder now contains not only the generated PDFs for your LEA but also any file upload files and file upload Exception Reports. The user who requested the PDF, along with the time and date the PDF was generated, is displayed. Click on the PDF you want to view. The PDF will open in another window. You can use standard PDF functions to view, print and/or save the PDF to your local computer.

Note: The PDF displays all data tables, even those that you did not need to populate based on guiding questions. The values on those tables will be displayed as N/A. Also, you may see blank radio buttons and/or check boxes. This is normal when a screen is not applicable.

To view PDFs for the other Part of your survey, click the Up One Level icon on the screen. The PDF folders for both Part 1 and Part 2 are displayed. You can now choose to open and view the PDFs for either Part.



PDF Zip File Function

To download part or all of your Part 1 or Part 2 PDFs in a ZIP file, click the check box to the left of the Part 1 or Part 2 folder or to the left of one or more individual PDF files. The Download icon will appear on the tool bar.



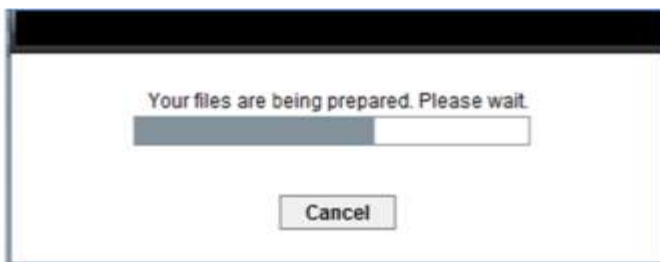
Click the Download link.



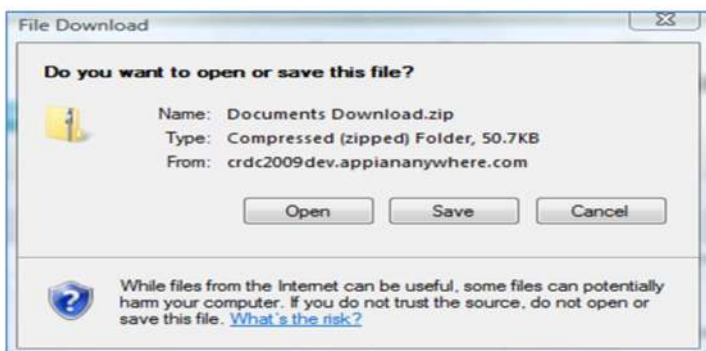
You are then presented with a pop-up advising you that you are about to download your selected documents. Click the “OK” button.



The next pop-up displays the progress of the creation of the zip file.



A pop-up box appears with the options to “Open”, “Save”, or “Cancel”. Click the “Save” button. Browse to select the location on your local computer where the file should be saved.



Browser Settings for File Downloads

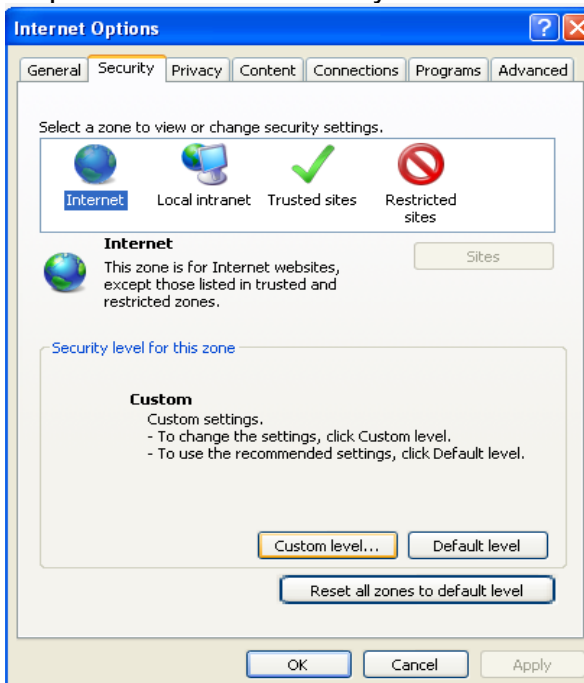
Follow the steps below to change your Internet Explorer browser settings to enable file downloads:



Step 1: Select “Tools” and then “Internet Options” from your browser window.

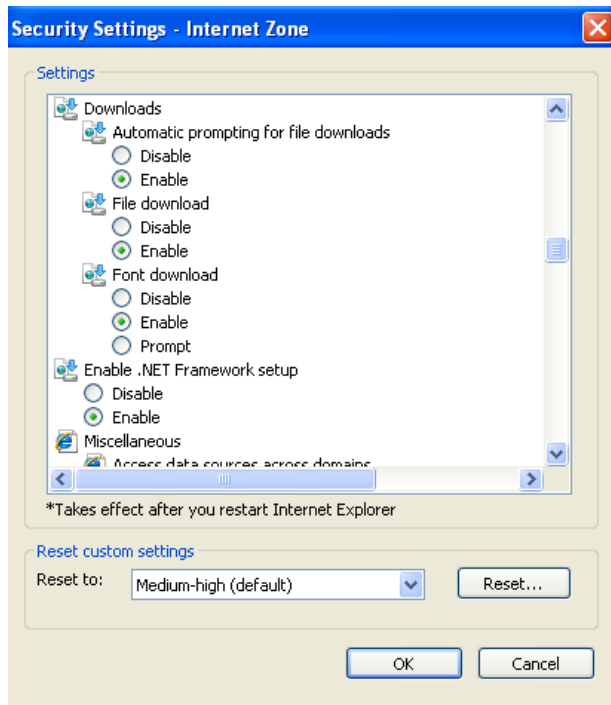


Step 2: Select the “Security Tab” and then “Custom Level.”



Step 3:

- a. In the “Security Settings” Window scroll down to “Downloads”.
- b. Select the “Enable” radio buttons for “Automatic prompting for file downloads” and “File download.”
- c. Click the “OK” button.



Step 4: Click “Apply” and then click the “OK” button.





Other Functions

Edit LEA Information

The Edit LEA Information function allows you to update your district name, address and phone information, as well as Superintendent, Principal Contact and Alternate Contact information.

Begin by clicking the [Edit LEA Information](#) link on the LEA Dashboard.

LEA Information

LEA ID: 0100300
LEA Name: BARBOUR COUNTY
LEA Form Part 1 % Complete: 100%
LEA Form Part 2 % Complete: 0%
Survey Due Date:

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

On the Edit LEA Information screen, click the “Continue” button.

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

[Hide](#)

Edit LEA Information

You are about to edit the contact information for LEA 0100300

[Continue](#) [Cancel](#)

The Edit LEA screen is displayed.



Edit LEA

Please complete the form below.

LEA ID 0200007

* LEA Name

Operating Status

Region 1

* Address

* City

* County

* State

* Zip Code

* Telephone

Required format: (###) ###-####

Extension

Fax

Required format: (###) ###-####

Agency Type 1

Superintendent	
* Name	<input type="text" value="Michael Johnson"/>
* Address	<input type="text" value="Yes"/>
* City	<input type="text" value="GLENNALLEN"/>
* State	<input type="text" value="AK"/>
* Zip Code	<input type="text" value="99588"/>
* Telephone	<input type="text" value="(907) 822-3234"/>
	Required format: (###) ###-####
Extension	<input type="text" value="223"/>
Fax	<input type="text" value="(907) 822-3949"/>
	Required format: (###) ###-####
* Email	<input type="text" value="mjohnson@crsd.us"/>



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Principal Contact	
* Name	Kathy Gearhart
Title	Superintendent Secretary
* Address	P.O. BOX 108
* City	GLENNALLEN
* State	AK
* Zip Code	99588
* Telephone	(907) 822-3234
	Required format: (###) ###-####
Extension	223
Fax	(907) 822-3949
	Required format: (###) ###-####
* Email	kgearhart@crsd.us

Alternate Contact	
* Name	Loreen Kramer
Title	Business Manager
* Address	P.O. BOX 108
* City	GLENNALLEN
* State	AK
* Zip Code	99588
* Telephone	(907) 822-3234
	Required format: (###) ###-####
Extension	225
Fax	(907) 822-3949
	Required format: (###) ###-####
* Email	lkramer@crsd.us

Continue

Fields marked with a red asterisk (*) are required fields. If, when you open the Edit LEA function, any of these fields are blank, you will need to complete these fields before you can continue. If you do not have an Alternate Contact, please have your district designate one or enter N/A.

Update your LEA information as needed and click the "Continue" button. Your updates will be saved and you will be returned to the LEA Dashboard.



Edit School Information

The Edit School Information function allows you to update the demographic information on file for your schools.

Begin by clicking the [Edit School Information](#) link on the School Dashboard.

School Dashboard

SY 2011 - 12 Civil Rights Data Collection

School ID: 01557
School Name: BARBOUR COUNTY MIDDLE SCHOOL
School Form Part 1 % Complete: 71.33%
School Form Part 2 % Complete: 0%

Remember to click the Refresh Page link to update this screen.

School Tasks

[Edit School Information](#) | [Select School Form: Part 1 or Part 2](#)

On the Edit School Information screen, click the “Next” button.

School Tasks

[Edit School Information](#) | [Select School Form: Part 1 or Part 2](#)

[Hide](#)

Edit School Information

You are about to edit information for the following school:

BARBOUR CO INTERMEDIATE SCH

If this is correct select Next so that we can retrieve the information.

[Next](#)

The Edit School screen is displayed.



Edit BARBOUR CO INTERMEDIATE SCH

LEA Information (Please Verify)	
LEA ID	0100300
LEA Name	BARBOUR COUNTY
LEA Address	P O BOX 429
LEA City	CLAYTON
LEA State	AL
LEA Zip	36016

School Information (Please Enter)	
School ID	01641
School Name*	<input type="text" value="BARBOUR CO INTERMEDIATE SCH"/>
Operating Status Code	Open and must report
Address*	<input type="text" value="PO BOX 429"/>
City*	<input type="text" value="LOUISVILLE"/>
State*	<input type="text" value="AL"/>
Zip Code*	<input type="text" value="36048"/>
Telephone	<input type="text" value="(334) 266-5643"/>

Required Format: (000) 000-0000

Update your School information as needed and click the “Save” button. Your updates will be saved and you will be returned to the School Dashboard.

Manage LEA Users

Note: All CRDC system users for your LEA have access to all system functions (e.g., data entry for all schools, file upload, data checks, error logs, PDFs, etc.) Therefore, it is advisable to coordinate the system activities of your users to ensure that they do not overwrite each other's survey data, error logs, PDFs, etc.

Through the Manage LEA Users function, you can add, update or deactivate users for the LEA. Begin by clicking the [Manage LEA Users](#) link on the LEA Dashboard.



LEA Information
LEA ID: 0100300 LEA Name: BARBOUR COUNTY LEA Form Part 1 % Complete: 100% LEA Form Part 2 % Complete: 0% Survey Due Date:

LEA Tasks
Edit LEA Information LEA Form Part 1 LEA Form Part 2 Manage LEA Users

The Instructions for The User Management Process screen is displayed.

Instructions For The User Management Process

1. The username cannot exceed 35 characters and only the following special characters are accepted:
 - At symbol(@)
 - Period(.)
 - Underscore(_)
 - Hyphen(-)
2. The username can't already exist in the system and it is case sensitive.
3. The following personal information must be provided to create an account:
 - First Name
 - Last Name
 - E-mail Address

Note: The e-mail address provided will be used to send the temporary password to finalize the account creation.

Continue

Click the “Continue” button. The user actions screen is displayed.

LEA Tasks
Edit LEA Information LEA Form Part 1 LEA Form Part 2 Manage LEA Users
Hide
*What do you want to do? <ul style="list-style-type: none"><input checked="" type="radio"/> Add a new user<input type="radio"/> Update User's Information<input type="radio"/> Deactivate a User
Next

Click on the task you wish to perform and click the “Next” button. The screen for the function you selected will be displayed.



Add a new user:

LEA Tasks

[Edit LEA Information](#) | [LEA Form Part 1](#) | [LEA Form Part 2](#) | [Manage LEA Users](#)

Hide

Add New User's Details to LEA 0200007

***All fields are required and must be completed.**

Username
Username may only contain letters, numbers, and the following special characters @, _ -

First Name

Last Name

Email Address

Enter the required information and click the “Submit” button. An email will be sent to the e-mail address entered, notifying the new user of the link to change their temporary password and log in to the survey.

Update User’s Information:

Add New User's Details to LEA 0200007

Please select the user you want to manage

	UserName	User's Information
<input type="radio"/>	edu_test_13	Name: Edu13 Learn13 Email Address: ruth.ogala@appian.com
<input type="radio"/>	KarenMadden	Name: Karen Madden Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser	Name: Another User Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest	Name: Another Test Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest1	Name: Another Test1 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest2	Name: Another Test2 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser1	Name: Another User1 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser2	Name: Another User2 Email Address: kmmadden@aol.com

Select the username you wish to update, and click the “Update Information” button. The update screen is displayed.



CRDC 2011-12 LEA User Guide

Add New User's Details to LEA 0200007

***All fields are required and must be completed.**

Username
*Username cannot be updated.

First Name

Last Name

Email Address

Update the user information as needed and click the “Update” button. The successful update screen is displayed.

The Information for Edu13 Learn13 has been successfully updated.

Click the “Done” button to return to the Dashboard.

Deactivate a User:

Add New User's Details to LEA 0200007

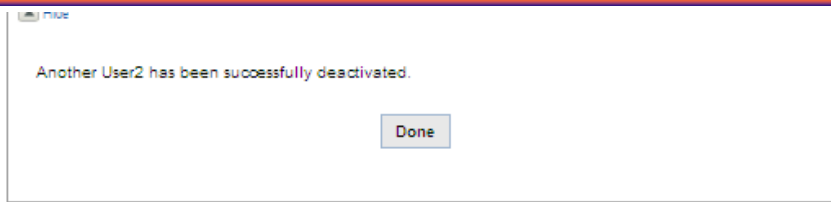
Please select the user you want to manage

	UserName	User's Information
<input type="radio"/>	edu_test_13	Name: Edu13 Learn13 Email Address: ruth.ogala@applan.com
<input type="radio"/>	KarenMadden	Name: Karen Madden Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser	Name: Another User Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest	Name: Another Test Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest1	Name: Another Test1 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherTest2	Name: Another Test2 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser1	Name: Another User1 Email Address: kmmadden@aol.com
<input type="radio"/>	AnotherUser2	Name: Another User2 Email Address: kmmadden@aol.com

Select the username you wish to deactivate, and click the “Deactivate” button. The deactivate success is displayed.



CRDC 2011-12 LEA User Guide



Click the “Done” button to return to the Dashboard.

When adding, changing or deactivating a user, all users for the LEA will be notified of the LEA Information update by e-mail. The user affected by the change will receive an additional e-mail specifically informing them of the new user, updated user information or deactivation.

New User

When a new user is added to the system, the following email is sent to the user:

CRDC account creation

From CRDC admin@crdc2011test.appiancloud.com

Dear <First Name Last Name>,

Your CRDC account has been created by your administrator: <name>. Your username and temporary password are below:

Username: <username>

Temporary Password: <temp password>

To log in automatically with your temporary password, click
<https://crdc2011test.appiancloud.com/suite/auth?un=<username>&pw=piEUB3x%3E>

If you have problems with the above link, you may copy and paste it into your web browser, or navigate to the login page and manually enter your username and temporary password.

You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

Thank you,
CRDC

This message has been sent by Appian

Click on the link in the e-mail. The Change Password screen is displayed.



The 'Change Password' form is a rectangular box with a light gray background. At the top, the title 'Change Password' is in bold. Below it, a message says 'Please complete the form to change your password.' The form contains three text input fields, each preceded by an asterisk and a label: 'Old Password', 'New Password', and 'Confirm New Password'. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'. A red asterisk and the word 'Required' are located at the bottom left of the form.

For Old Password, enter the temporary password provided in the e-mail. Enter a new password of your choice. Click the “Submit” button. The My Profile screen is displayed.

The 'My Profile' form is a complex form with a light blue header bar. At the top right of the header bar are links: 'Tempo', 'Tasks', 'Alerts (1)', 'AnotherTest5', and 'Sign Out'. Below the header bar is a section with a 'Load Picture' button and a 'Delete Picture' button. The main content area is titled 'Another Tests' and contains a profile picture placeholder and the text 'Added on Aug 22, 2012 5:46 PM EDT.' Below this is a form with various fields. The 'Username' field is labeled 'AnotherTest5'. The 'Name' section includes 'First Name' (with a dropdown menu showing 'Another' and 'Nickname'), 'Middle Name', and 'Last Name' (with a dropdown menu showing 'Test5'). The 'E-mail' field is labeled 'kmmadden@aol.com'. The 'Phone' section includes 'Office Phone', 'Mobile Phone', and 'Home Phone'. The 'Address' section includes 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip code', and 'Country'. The 'Supervisor' section includes a 'Title' dropdown menu with 'None' selected. At the bottom right of the form is an 'Update' button. A red asterisk and the word 'Required' are located at the bottom left of the form.



Make any needed changes to your profile and click the “Update” button. Then click the Sign Out link at the top right of the screen. The survey login screen is displayed.



Login as instructed in the Login section of this document.